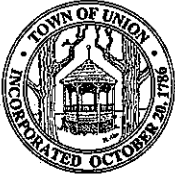


AGENDA

**SELECT BOARD/ASSESSORS' MEETING
TUESDAY, DECEMBER 17, 2024
WILLIAM L. PULLEN MUNICIPAL BUILDING MEETING ROOM
ONLINE NON-INTERACTIVE AT TOWN HALL STREAMS
6:30 p.m.**

1. Call Select Board Meeting to order.
2. Pledge of Allegiance
3. Approve minutes of Tuesday, December 3, 2024
4. Approve Treasurer's Warrants
 - a. Payroll: December 11 & 18, 2024
 - b. AP: December 10 & 17, 2024
5. Second Read of Proposed Changes to the Planning, Use & Development Fees Schedule & Action on Request
6. Committee Appointment Process Review & Action
7. Appointment of the Registrar of Voters
8. Maine Paid Family & Medical Leave Program – 1% or .5%
9. Other Business
10. Town Manager Report
11. Public Comment
12. Committee Reports
 - a. Broadband
 - b. Thompson Working Group
 - c. Resiliency Committee
13. Select Board Reports
14. Adjourn



Town of Union

Select Board Meeting - Tuesday, December 17, 2024

AGENDA ITEM: #5
SUBJECT: Discussion and approval of the proposed Planning, Use and Development Fees (Code Enforcement)
PURPOSE: Ensure the Town stays current with fees and charges to best represent the level of work required to monitor and approve permits and application requirements. Also to allow the Town to recover all or a portion of the costs directly associated with the permit or request.
BACKGROUND: The Fee Schedule was developed by Staff and reviewed by the Town Manager.
FISCAL IMPACT: Fee increases proposed to go into effect on January 1, 2025
STATUS / PROCESS TO DATE: This is the Second Read of the proposed updated Fee Schedule, which was first presented at the December 3 rd Select Board meeting.
PROPOSED ACTION: Motion to accept the proposed Planning, Use and Development Fees as written and for the new Fee Schedule to go into effect on January 1, 2025.
ATTACHMENTS: Planning, Use and Development Fee Schedule

**TOWN OF UNION
PLANNING, USE AND DEVELOPMENT FEE SCHEDULE**

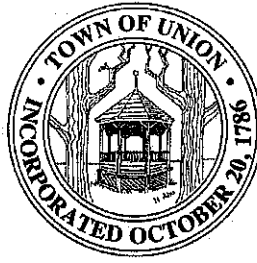
BUILDING FEE	PROPOSED FEES	
***** NEW APPLICATION FEE-FOR ALL APPLICATIONS	75.00 APPROVE/DENY	
Agricultural structures < 2,000 sq.ft.	\$10.00	
Agricultural structures > 2,000 sq.ft.	\$10.00 + .15/sq.ft. for all sq. ft. above 2,000	
Residential development		
Finished living space (6' headroom or greater)	.25/sq.ft.	.45/sq.ft
Unfinished living space (6' headroom or greater)	.20/sq.ft.	.30/sq.ft.
Accessory structure(s) (attached or detached)	.20/sq.ft.	.30/ sq.ft.
Decks/Renovations	.20/sq.ft.	.25/ sq.ft.
Commercial Development		
Commercial and Industrial –New Construction	.30/sq.ft.	.40/sq.ft.
Commercial and Industrial-Renovations	.30/sq.ft.	.40 sq.ft.
FLAT FEES		
Demolition of Buildings	10.00	100.00
Entrance Permit/Road Cut	25.00	100.00
Home Occupation	30.00	75.00
Flood Hazard Permit	30.00	Same
Filling and Excavating	30.00	50.00
Locating of Mobile Home	50.00	75.00
Signs	30.00	50.00
Above ground swimming Pools	25.00	Combine pools
In ground swimming Pools	50.00	50.00
Vegetative Clearing in SZ	30.00	50.00
Use Permit	30.00	50.00
Solar		.30/sq.ft.
Cell Tower		500.00
PERMITS ISSUED AFTER CONSTRUCTION OR USE MAY BE: DOUBLE THE FEE		
PLANNING BOARD FEE		
Land Use Review	100.00	Same
Subdivision Review		
Minor Subdivision		
Final Plan review fee per lot	50.00 Per lot	100/Lot
If public hearing is needed for additional costs up to	150.00	Same
Major Subdivision		
Preliminary plan fee per lot	50.00 Per lot	100/Lot
Special account for consulting per lot	200.00	Same
Final Plan per lot	25.00 Per lot	100/Lot
If public hearing is needed	100.00	150.00
Other		
Site Walk	100.00	Same
Revision to Plan	100.00	Same
Site Plan Review		
Pre-application review	50.00	100.00
Plan Review	350.00	Same
Site walk	100.00	150.00
APPEALS BOARD FEES		
Non-residential	200.00	Same
Residential	100.00	Same



Town of Union

Select Board Meeting - Tuesday, December 17, 2024

AGENDA ITEM: #6
SUBJECT: Committee Appointment Process Review (Town Manager)
PURPOSE: Review and update Committee Vacancies Policy to ensure that it is still meeting the needs of the Town and its timelines
BACKGROUND: Question was raised at a Select Board meeting and a request was made to review policy
FISCAL IMPACT: Cost of advertisement
STATUS / PROCESS TO DATE: Discussion and request was made to review the policy at the December 3, 2024, Select Board meeting
PROPOSED ACTION: Motion to revise and accept the Committee Vacancies Policy as proposed by the Town Manager.
ATTACHMENTS: Committee Vacancies Policy



TOWN OF UNION

COMMITTEE VACANCIES POLICY

The intent of this policy is to fill all committee and elected vacancies (except Select Board ~~Board of Selectmen~~) in a timely and equitable manner.

1. Once the Board has declared a vacancy it will be posted for a period of four weeks.
2. All interested parties shall fill out a "statement of interest" form available at the Town Office
3. After the ~~4-week~~ 4-week period has expired the Town Manager shall forward all statements of interest to the Select Board ~~Board of Selectmen~~ for consideration.
4. At the next regularly scheduled meeting the Select Board ~~Board of Selectmen~~ may make appointments to fill the position, request additional information or take no action.

Policy adopted July 7, 2009

Policy Draft Revision – December 11, 2024



Town of Union

Select Board Meeting - Tuesday, December 17, 2024

AGENDA ITEM: #7
SUBJECT: Appointment of the Registrar of Voters (Town Manager)
PURPOSE: Stay in State compliance
BACKGROUND: The municipal officers of each municipality shall appoint in writing a qualified registrar of voters by January 1st of each odd-numbered year. The registrar shall serve for 2 years and until a successor is appointed and sworn. The municipal clerk may be appointed to serve as registrar, but the term of the clerk has no effect on the term of the registrar. If the clerk is not appointed to serve as registrar, the clerk must be appointed by the registrar to serve as a deputy registrar and has the same authority as the registrar to make determinations of voter eligibility and to perform the duties of voter registration as provided in this Title.
FISCAL IMPACT: None
STATUS / PROCESS TO DATE: Bi-Annual Appointment
PROPOSED ACTION: Motion to appoint Deputy Clerk & Deputy Tax Collector Michelle Clifford as the Registrar of Voters for the Town of Union.
ATTACHMENTS: None



Town of Union

Select Board Meeting - Tuesday, December 17, 2024

AGENDA ITEM: #8
SUBJECT: Maine Paid Family & Medical Leave Program (Town Manager)
PURPOSE: Decision required as to the Town's desire to pay the full 1% or share the cost with employees and deduct .5% from their weekly wages
BACKGROUND: Prepare to comply with Maine Law (Title 26, M.R.S.A. § 42-B and § 850-1) which goes in effect January 1, 2025
FISCAL IMPACT: Estimated Annual Town portion (1% = \$12,039.56 or .5% = \$6,019.78) based on current FY25 wages
STATUS / PROCESS TO DATE: Maine Law (Title 26, M.R.S.A. § 42-B and § 850-1)
PROPOSED ACTION: Motion to authorize the Town Treasurer per Maine Law (Title 26, M.R.S.A. § 42-B and § 850-1) to withdraw ____% from an employee's weekly payroll.
ATTACHMENTS: Estimated financial impact spread sheet and State informational flyers

**MAINE PAID FAMILY AND MEDICAL LEAVE PROGRAM
EFFECTIVE: JANUARY 1, 2025
BASED ON FY25 CURRENT BUDGETED WAGES**

FY25 BUDGET	EXPENSE
EMA DIRECTOR	\$ 2,500.00
EMA ASST. DIRECTOR	\$ 1,500.00
AMBULANCE DIRECTOR	\$ 16,000.00
MEDICAL DIRECTOR	\$ 10,000.00
FIRE CHIEF	\$ 4,000.00
DEP/ASSIST FIRE CHIEF	\$ 3,000.00
DEP/ASSIST FIRE CHIEF	\$ 3,000.00
SELECT BOARD/ASSESSOR	\$ 3,000.00
HEALTH OFFICER	\$ 1,000.00
CEMETERY DIRECTOR	\$ 1,500.00
ANIMAL CONTROL OFFICER	\$ 6,360.00
ELECTION CLERKS	\$ 3,000.00
TOWN OFFICE	\$ 317,000.00
PUBLIC WORKS	\$ 304,096.00
FIRE	\$ 27,000.00
RESCUE	\$ 501,000.00
	\$ 1,203,956.00
EMPLOYER FULL 1%	\$ 12,039.56
EMPLOYER/EMPLOYEE EACH AT HALF	\$ 6,019.78

Paid Family and Medical Leave



Bureau of Labor Standards

Maine's Paid Family and Medical Leave (PFML) law will provide up to 12 weeks of paid leave for family leave, medical leave, safe leave or leave related to a family member's impending military deployment.

A copy of the actual laws and formal interpretations may be found online at www.maine.gov/paidleave or by calling 207- 623-7900 | TTY users call Maine Relay 711.



Maine Law (Title 26, M.R.S.A. § 42-B and § 850-1) requires every employer to place this poster in the workplace where workers can easily see it.

This poster is available online at no charge and may be copied: www.maine.gov/labor/posters/

Benefits

- Benefits are available for the duration of your needed leave or 12 weeks, whichever is less.
- Benefit amounts will be determined based on your previous earnings and are capped at Maine's annual statewide average weekly wage.

Reasons for Leave

Family leave: To care for family with serious health condition.

Medical leave: To care for one's own serious medical needs.

Safe leave: To stay safe or to help a family member stay safe after abuse or violence.

Military leave: For emergencies related to a family member's impending military deployment.

Types of Leave

Continuous leave: Leave where you are out of work for days or weeks at a time.

Intermittent leave: Leave where you are still working and you need to take time off but it is not the same every day or every week.

Reduced leave: Leave where you are still working but you are consistently working fewer hours.

For more information contact:

Maine Department of Labor
Paid Family and Medical Leave
50 State House Station
Augusta, Maine, 04333-0050
Website: www.maine.gov/paidleave/

Eligibility

- To establish a claim, you must have earned a total of six times the statewide annual average weekly wage in Maine in your base period. The base period is defined as the first four of the last five completed calendar quarters. In most cases, the Department of Labor has your wage information on file. If it is not on file, the Department will take steps to obtain it.

Payroll Deductions

- Premiums will be deducted from your pay beginning with the first pay date after January 1, 2025.
- For calendar years 2025 through 2027, the premium rate for you cannot be more than 0.5 percent of wages. For example, an individual who earns \$600 per week will contribute no more than \$3 per week.

Other Information You Should Know

- Except in a medical emergency, an employer can claim an undue hardship in certain circumstances and request that the leave be scheduled at a mutually-agreeable time.
- Employers must restore you back to your original position or to an equivalent position with equivalent benefits, pay and other terms and conditions of employment if you have been with your employer for at least 120 consecutive days when you started your leave.

Applications for benefits are scheduled to be accepted starting **May 1, 2026**

The Maine Department of Labor provides equal opportunity in employment and programs. Auxiliary aids and services are available to people with disabilities upon request.

MAINE PAID FAMILY & MEDICAL LEAVE



What Employers Need to Know: Program Contributions

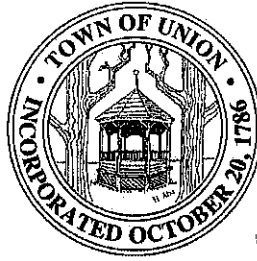
Certain requirements for Maine's Paid Family and Medical Leave (PFML) Program begin in January 2025. The law applies to any employer who has at least one Maine employee. Here's what employers need to know and actions to take in advance.

- 1. Count your employees.** Contribution rates are determined by the number of Maine employees you had between October 1, 2023 and September 30, 2024. Within that period, count the number of employees to whom you paid wages each week. This includes any employees who were on payroll for a calendar work week – including full time, part time, seasonal, or per-diem. If there are 15 or more Maine employees paid in 20 or more of the weeks, your contribution premium will be 1.0% of wages and you may withhold up to half of the premium from your employees' wages. If the threshold is not met, your contribution premium will be 0.5% of wages and you may withhold all or a portion of the contribution from your employees' wages. Wages mean all compensation, including tips, gratuities, severance, terminal pay, commissions, and bonuses. Wages do not include payments to independent contractors.

To determine if an individual is a Maine employee, the following criteria are used. If you can answer "yes" to this series of questions, then the individual is a Maine employee.

1. Is the employee's work performed in Maine? If no, go to Question 2.
2. Does the individual perform some work in Maine and the physical base of operations in Maine? If no, go to Question 3.
3. Does the individual perform some work in Maine AND is the service directed and controlled from Maine?? If no, go to Question 4.
4. Does the individual perform some work in Maine and live in Maine? If no, the individual is not a Maine employee.

- 2. Prepare to withhold contributions.** You may withhold up to 0.5% of your employees' wages beginning with the first pay date in January 2025. Ensure your payroll system and/or provider is ready to begin withholding. Be sure to inform your employees in advance that this will begin. The Department of Labor has a poster that you can use to provide the information. Contributions and wage reports for the January to March 2025 quarter will be due after the end of the quarter and no later than April 30, 2025. These will be submitted through the Paid Leave Portal.
- 3. Register in the Paid Leave Portal.** In January, all employers will be required to register in the Paid Leave Portal. If you have a payroll provider, you can designate them during the registration process. You will also need to identify whether you have 15 or more employees as described above.
- 4. Stay informed.** Stay up to date on the latest information at [Maine.gov/paidleave](https://www.maine.gov/paidleave). Sign up for the "Get Notified" email list to get program and portal information as it is released.



Town Manager's Report

To: Union Select Board

From: Todd Souza, Town Manager

Date: December 17, 2024

Boards & Committees

- Zoning Board of Appeals Update
 - Official Members to Date
 - Process

- Vacancies – Will Review & Advertise

Midcoast Council of Governments (MCOG) - Update

Grant

- Stephen & Tabitha King Foundation - \$25,000 Award to Union Fire-Rescue

Thank You

- Union Area Chamber of Commerce – “Christmas in the Country”
- Common Market Partnership – Donation of 34 Holiday Dinner Baskets

General Community Information

- Town Hall Closed
 - Wednesday, December 18, 12pm - 1pm for Employee Event
 - Wednesday, December 25 & 26 – All Day for Holiday
 - Wednesday, January 1 – All Day for Holiday